



## JOB DESCRIPTION

<b>POSITION TITLE:</b> Strategic Initiatives & Talent Acquisition Specialist
<b>DEPARTMENT:</b> Central Office
<b>WORK DAYS:</b> 240 Days
<b>REPORTS TO:</b> Superintendent or designee
<b>JOB SUMMARY:</b> The Strategic Initiatives & Talent Acquisition Coordinator provides leadership and assistance to the system and schools in developing, planning and implementing innovative practices and coordinates the virtual learning academy/online learning program. The professional is also responsible for sourcing, attracting, and recruiting prospective employees to find the perfect match for a district's long-term goals. They factor into this process that people play an important role and will be key players of success going forward. This position will be responsible for the new teacher induction program, aspiring leaders program, grow your own (paraprofessional to professional), principal/assistant principal induction program, and the tuition assistance program.

### MAJOR RESPONSIBILITIES:

- Coordinator with the superintendent about new innovative practices
- Coordinator the Virtual Learning Academy/Online Learning Program
- Coordinate with the human resource director to identify staffing needs.
- Determine selection criteria.
- Source potential candidates through online channels (e.g. social platforms and professional networks).
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews.
- Assess candidate information, including resumes and contact details, using our Applicant Tracking System.
- Design job descriptions and interview questions that reflect each position's requirements.
- Organize and attend job fairs and recruitment events.
- Forecast quarterly and annual hiring needs by each department.
- Order and maintain recruitment materials, Branding
- Foster long-term relationships with past applicants and potential candidates.
- Other duties as assigned by supervisor

### QUALIFICATIONS:

<b>Education:</b> <ul style="list-style-type: none"><li>- Bachelor's Degree or Higher</li><li>- Any additional qualifications, training or other credentials, as determined by the Board of Education.</li></ul>
<b>Experience:</b> <p>Has prior experience with recruitment, hiring, managing or similar roles.</p>
<b>Skills, Knowledge, Abilities:</b> <ul style="list-style-type: none"><li>- Proven work ethic.</li><li>- Familiarity with social media outlets, resumes, databases, and professional networks (e.g. Stack, Overflow, and Github).</li><li>- Hands-on experience with full-cycle recruiting using various interview techniques and evaluation methods.</li><li>- Knowledge of Applicant Tracking Systems (ATSs).</li><li>- Excellent verbal and written communication skills.</li><li>- A keen understanding of the differences between various roles within organizations.</li></ul>

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*